



PLEASE POST

**City of Kankakee
Kankakee, IL
Job Vacancy Announcement**

JOB TITLE: HOUSING INSPECTOR I
DEPARTMENT: CODE ENFORCEMENT

DATE: July 30, 2018

JOB SUMMARY

Under the general supervision of the Director of Code Enforcement, performs a variety of field and office work involved in the enforcement of codes and regulations relating to environmental, health safety, and general welfare issues, as provided by local and State codes and ordinances. Performs inspections, investigate violations and gain compliance either voluntarily or through enforcement means.

DUTIES & RESPONSIBILITIES

1. Perform site inspections and investigations to determine if various ordinances are being violated or conditions construed as a public nuisance. May include inspection of buildings for deterioration, dilapidation or unsanitary conditions.
2. Communicate with complaining parties, responsible parties and affected citizens on City standards, policies and options for the resolution or abatement of violations.
3. Perform investigative and research work to determine the legal descriptions of real property, registration or licensing of property, ownership and lien holders responsible for the status of property.
4. Coordinate with other City, County, State or Federal entities or utility companies in pursuit of resolving violations. Such City entities may include water, storm-water, solid waste, health, fire, police, legal, or finance.
5. Maintain appropriate records and files.
6. Schedule inspections and meetings.
7. Issue a notice of violation, abatement order, court summons, citation or other enforcement action as appropriate. Testify in court as needed.
8. Performs other related duties as assigned.

OTHER SKILLS

Operate office equipment including personal computers and mobile devices. Safely operate a motor vehicle.

Write clear, legible and concise letters and reports. Professionally and effectively communicate, orally and in writing, City codes and ordinances. Work with individual property owners to develop voluntary compliance plans then follow through and monitor implementation. Take photographs and obtain evidence of violations and compliance. Use persuasion skills to defuse potential conflicts with public. Read and interpret maps, plats, aerial photography and other similar documents. Enforce codes with firmness, tact, impartiality, and diplomacy.

EDUCATION, EXPERIENCE, LICENSE OR CERTIFICATION:

Skills and abilities normally associated with the attainment of an Associate's Degree. High School Diploma or GED required.

One to two years of experience in Code Enforcement preferred. A valid State of Illinois driver's license is required. Ability to obtain a Certified Property Maintenance and Housing Inspector certification within one (1) year of hire date.

HOW TO APPLY: Please send resume and cover letter to Carolyn A. Croswell/Human Resources Department 304 S. Indiana Ave, Kankakee, IL 60901 or email ccroswell@citykankakee-il.gov on or before Monday, 5:00PM August 6, 2018. EOE